

GUIDELINES FOR PROGRAM COORDINATION AND IMPLEMENTATION

Leaders Issues:

1. Leaders do not need to be screened rigorously. Usually the application process and the training itself screen out those people who are not capable as leaders.
2. If you want to pre-screen potential and interested leaders, try asking questions over the phone to determine their reasons for doing this.
3. People who are obsessed with their own disease or those who strongly advocate for an alternative treatment often do not make good leaders.
4. No one teaches a course without having done a practice teaching activity with the trainers. If someone has an emergency and cannot do a practice teach during the training, ask the person to come into your office to do it before they teach. Only offer this option for someone who is truly interested, capable and willing to teach.
5. Some leaders are not suitable to teach. This will often be apparent during the practice teaching session. If this is the case, do not allow them to teach, rather suggest that they may help with another aspect of the program (e.g. recruitment or publicity, finding a site, etc.).
6. Pair strong leaders with those who are less experienced or weak as group facilitators.
7. If there is a leader with weak skills who really wants or needs to teach, consider assigning this person with a strong leader or as a third leader (especially in a full class). For example, someone who is shy may have the potential to be a strong leader if given a chance. This type of person should be paired with an experienced leader, one who is patient, understanding and supportive.
8. Be flexible in determining the leader's ability. (For example, are they following the protocol? Are the main points getting across? Is the way that they teach just a difference in style? etc.)
9. Leaders who try to sell products, advocate their favorite home remedy or alternative treatment, bash doctors or deliberately add or omit activities should not teach.
10. Ask leaders to sign a contract or letter of agreement that stipulates the conditions for their eligibility to teach the course.
11. May want to have leader reunion 2-3 times a year. This is an opportunity for them to ask questions, get an update on the research, review content and/or "refresh" their skills.

Course Issues:

1. For many organizations the cost of the course will be an important consideration, one that is unique to the organization, funding, etc. It is suggested that the cost be reasonable (i.e. affordable) and that alternative such as partial scholarships and fee waivers be offered for those people who are low income.
2. Costs for the organization can be reduced some by lending rather than giving course materials to those who cannot afford the full tuition fee for the course, which usually includes the cost of materials.